

Department of Social and Health Services
Olympia, Washington

ELIGIBILITY A-Z MANUAL REVISION

Revision #	504
Category / Section	PAYEES ON BENEFIT ISSUANCES/ C. PROTECTIVE PAYEES
Issued	June 1, 2006
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REMOVE

From **WAC 388-460-0020** Who is a protective payee? (2. c)
Remove: "c. Non-cooperation with WorkFirst program requirements per WAC 388-310-1600 or 1650, or"

From **CLARIFYING INFORMATION** (1)

Remove: "b. A TANF / SFA parent is in sanction status for not participating in a WorkFirst activity. See WorkFirst Sanction - Section B. - Child SafetyNet Payment."

From **WORKER RESPONSIBILITIES**; 3. Automatic assigning of protective payee

Remove: "Clients in sanction status or in Child SafetyNet Payment status for non-cooperation with WorkFirst requirements. See [WAC 388-460-0045](#)

Remove WAC 388-460-0045

Remove: "Click on the Washington State Register (WSR) numbers below to go to the official filings for this WAC at the Washington State Code Reviser's web site.

INSERT

WAC 388-460-0055 What are the protective payee responsibilities? (1. b.)
Insert "and" after "...plans,"

Current Version: WSR 02-14-083
effective 7/1/02. (Rev. 211)”

**Remove: CLARIFYING INFORMATION,
PROTECTIVE PAYEE PAYMENT PLAN,
CASE ASSIGNMENT, AND CLOSURE
NOTICE** (DSHS 14-426) is required for
sanction cases:

1. For sanctions, set up the plan to pay housing and utilities with the remainder of the money being returned to the client.
2. Child SafetyNet Payment (CSNP) - A Protective Payee Plan is required for all clients in CSNP. Protective payees will only use funds for rent, utilities, and the verified needs of the children. The plan needs to specify this. Any expenditure that is not allowed specifically in the Payee’s Handbook or protective payee plan is to be discussed with the WorkFirst Program Specialist. The WorkFirst Program Specialist documents approval/denial in e-JAS under protective payee notes. No CSNP funds are to be returned to the State unless there is a loss of contact with the client. The funds must be expended on the child (ren)’s needs.
3. Moving from CSNP to sanction - When a client moves from CSNP to sanction, the Protective Payee Plan needs to be updated to tell the protective payee that any remaining funds after housing and utility payments can now be returned to the client.
4. CSNP is always cured at the first of the month so it is very important that the protective payee is notified within one business day from when client participation is verified. Send an e-

<p>If not deliverable, return to: Distribution Center, MS: 45816 For distribution changes, notify: Manual Distribution: MS 45816 or call 360-586-8439</p>

message when you change the e-JAS component code from SN to SA.

5. Some protective payees do not have access to the e-JAS system. If this is the case, some other form of communication will need to be used (i.e., call, ACES referral, fax, etc.).

From **WAC 388-460-0055** What are the protective payee's responsibilities?

Remove: "c. Encourage clients to comply with WorkFirst and other program requirements, such as getting a job or attending school, and"

From **WAC 388-460-0060** When are protective payee plans done? (2)

Remove: "except for when a protective payee is assigned due to sanction status,"

From **Case reviews** **Remove:** "Cases assigned due to sanction or Child SafetyNet Payment status for non-cooperation must remain in payee status until they cure their sanction status."

Summary

This revision is done to bring A-Z Manual in compliance with policy changes that are coming in effect June 1, 2006.